



12451

5 Apr 2001

From: Commanding Officer, Integrated Support Command Honolulu
To: Ms. Debbie Fikac

Subj: CIVILIAN PERSON OF THE QUARTER

1. I am pleased to recognize you as ISC Honolulu's Civilian of the Quarter for the second quarter of fiscal year 2001. During this period, you displayed superb professionalism and customer support clearly exceeding all expectations as a Financial Systems Administrator in the Budgeting and Accounting Branch. You worked tremendously hard on the LUFS NT migration project. You coordinated the migration schedule for the entire District 14 AOR with the headquarters migration team. You assisted each LUFS NT site with the completion of the pre-migration checklist so that each site would be converted to the new system on time. You also coordinated the "power user" training for storekeepers and others who predominantly use LUFS NT to perform their daily duties. Your careful scheduling enabled the "power users" to return to work after the week long training ready to use the new system by expertly planning the training to be completed while the "power user's" unit was being migrated.
2. Using your expertise in various accounting and procurement areas, you determined work processes that needed implementation or changes due to the technology shift. After migration, you turned your attention to training over 120 LUFS NT "non-power users". Despite this heavy training schedule, you spent a great deal of time analyzing converted data from CTOS LUFS and correcting discrepancies ranging from \$300 to \$300,000 as a result of migration errors. During all this, you continued to provide assistance to anyone and everyone who requested LUFS NT help despite this busy migration period.
3. As the Civilian of the Quarter, you will receive a \$200 On-the-Spot Cash Award, and your name will be added to the perpetual Civilian of the Quarter Plaque in the ISC's Administration Building. Congratulations on a job well done.

R. A. BALL
Acting